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CONFIDENTIAL

MINUTES

OTR STAFF MEETING

Tuesday
23 Feb 54

Document No. 008

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDI Memo, 4 Apr 77

Auth: DDA REG. 77/1263

Date: 7 Feb 78 By: ora

Attendance:

Mr. Baird, D/TR

25X1A

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1. [REDACTED] stated that, although the forthcoming regulation on training evaluations states that evaluations will be sent from the Chief Instructor to the A & E Staff, it is not intended to by-pass command channels; and appropriate division chiefs may -- if they wish -- review training evaluations before they are received by A & E. However, in an effort to expedite the dissemination of these evaluations to the consumer, the regulation specifies direct submission of evaluations from Chief Instructors to A & E Staff.

25X1A

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[REDACTED] stated that for the time being he will review all evaluations before their dissemination to A & E. [REDACTED] indicated that he specifically wishes [REDACTED] to review evaluations developed [REDACTED] before their dissemination to A & E.

2. Final Report on Human Resources Program, OTR

25X1A

Mr. Baird asked [REDACTED] when he could expect final report on the Human Resources Program recently conducted with the Office of Training, in order that suggestions for improvement of management within OTR may be promptly adopted. [REDACTED] replied that he expects this report to be completed by 26 February 1954.

25X1A

3. Briefing on JOT's

25X1A

Chief Instructor, BIC (CS), was asked for an estimate of time required to brief JOT's who have completed BICI (I) and are scheduled for enrollment in Phase II. [REDACTED] stated that approximately two and one-half days are required for such briefing.

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4. Classification of Documents Originating within OTR

25X1A

It was pointed out that staff and division chiefs in OTR are continuing to overclassify documents which originate within this Office. It was suggested that recent Agency publications on this subject be reviewed by all concerned. Mr. Baird suggested that all secretaries and admin assistants be required to be completely familiar with the provisions of instructions issued on this subject. [REDACTED] stated that he is Classification Control Officer for the Office of Training and will be glad to advise on appropriate classification of documents upon request.

25X1A

5. Integration of Agency Components

25X1A

[REDACTED] announced a recent change within CIA, integrating the Office of Intelligence Coordination, headed by Mr. Reber, with the Plans Staff, headed by [REDACTED]

6. Discussion of Intelligence Training Division

25X1A

[REDACTED] discussed the mission, accomplishments, problems, future plans, of the Intelligence Training Division and briefly summarized the accomplishments of the Reading Improvement Branch.

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PROPOSED AGENDA

OTR STAFF MEETING

T u e s d a y
23 Feb 54

25X1A

1. Problems and Activities of the Intelligence Training Div

25X1A

2. Problems and Activities of the Administrative Staff

3. Routing Channel for Training Evaluations from Chief
Instructors to A & E

25X1A

4. Internal Classification of Documents

25X1A

Reports Cover

Absence of DTR + DDTR

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